



AGENDA

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Monday, October 18, 2021, 7:00 P.M.

REGULAR SESSION:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
5. **Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
6. **Old Business**
 - A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting - June 7th, 5:30 pm
7. **Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Re-Appointment of Police Department Staff – Anthony Mountjoy – 2021.10.18.01
 - D. Appointment of Fire Department Staff – Megan Tolson and Zachary Lucas – 2021.10.18.02
 - E. Increase appropriations for General Fund – 2021.10.18.03
 - F. Increase appropriations for American Rescue Plan Fund – 2021.10.18.04
 - G. 2021 Annual Report of Township Roadways – 2021.10.18.05
 - H. Resignation of Fire Department Staff – Todd Tignor and Tyler Alliss– 2021.09.20.06
8. **Discussion Agenda Items**
9. **Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
10. **Trustee/Staff Discussion**
11. **Adjourn**



MEETING CONDUCT AND GUIDELINES

As Trustees of Sugarcreek Township, we encourage residents to attend our Township Meetings. We appreciate you taking time out of your busy schedules to be a part of your Government in action. To help meetings move along in a positive manner, we have established the following guidelines for our meetings:

This is a Township Business meeting and is to be conducted in a professional, business-like manner. It is not our intention to embarrass or demean each other or any members of the audience. We will treat each other with courtesy and respect and we ask for the same courtesy and respect from the audience. No one will get special treatment. These guidelines are for all of us.

As a professional meeting should not go longer than an hour to an hour and a half, it is our intention to stay within a reasonable time limit and follow the agenda.

There will be an Open Discussion at the end of the agenda for the audience to give comments on Township issues. When you have a question or comment, please go to the microphone, state your name and address and direct your question to the Trustees. Please try to limit your comments to 3-5 minutes so as to allow everyone an opportunity to speak.

We appreciate your input. We will not allow any personal attacks or any type of outbursts or profanity from the audience.

If you have any personal comments that you would like to make to us as individuals, please feel free to call the Township Administrative offices or allow us to set up a time to speak with you individually.

It is our goal that meetings are productive and positive. We will do our best to conduct effective, professional meetings.

Thank you.

Sugarcreek Township Trustees



**Administrator's Report to the Trustees
October 18, 2021**

The following represents a brief update of the activities, information, and issues which the Administration is currently working on:

- Work continues on the Wilmington Pike/I-675 Corridor traffic study. We anticipate a design choice by the first quarter of 2022.
- Met with McCall from Channel 7 News for a Community Spotlight Report they are filming featuring Sugarcreek Township.
- Meeting with Townships throughout southwest Ohio this week to discuss uses for the ARP funds.
- Engineering is complete for the Carpenter Road Realignment/Widening project. Documents for easements have been received. We are working to find a company who can help with the gas line that needs to be exposed to determine the depth of soils above the line and to ensure proper coverage in the scope of the project. This will need to be completed prior to executing any agreements to make sure we have complete documents addressing all work. Materials remain in short supply at this time so we will hope to begin this project in the spring.
- Upgrades to the pedestrian crossing at the north end of the Landings subdivision on Upper Bellbrook are being quoted for consideration.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "B. Tiffany", written over a horizontal line.

Barry P. Tiffany
Township Administrator



**Staff Report for the Sugarcreek Township Board of Trustees
September 21, 2021 to October 14, 2021**

The following is a snapshot of the activities and areas of responsibility for the Sugarcreek Township Planning and Zoning Department. This report is prepared to keep the Board of Trustees informed and the citizens apprised of their Planning and Zoning Department. If further information or explanation is needed, please contact Cara Tilford at 937-848-8426.

Board of Zoning Appeals Activities:

- **September 23, 2021 Board of Zoning Appeals Meeting: Follow-up**
 - **BZA11-2021:** Applicant, Josh Miller, is requesting a Variance from Section 4.14, Table 4-6 of the Sugarcreek Township Zoning Resolution to allow for the construction of new home behind the existing detached garage and existing spring house. The subject property is 971 McBee Road, parcel L32000200150005100, is owned by Prestige Renovations Worldwide, contains 2.46 acres and is located in the R-1A (Suburban Residential-Low) District.
 - *The BZA approved the Variance as requested by the applicant.*
- **October 28, 2021 Board of Zoning Appeals Meeting**
 - **BZA12-2021:** Applicant, William D. Glascoe, is requesting a Variance from Section 7.04 B. 1. a. of the Sugarcreek Township Zoning Resolution to allow for the construction of a 48” aluminum fence in the front yard adjacent to Ardennes Oak Drive (extending out 15’ from the house on the Ardennes Oak Drive side). The subject property is 3643 Magnolia Trace Drive, parcel L32000100120044900, owned by William D. Glascoe, and located in the PUD-R (Residential Planned Unit Development) District.

Zoning Commission Activities:

- **October 5, 2021 Zoning Commission Meeting: Follow-up**



Jeffrey A. Leaming
Fire Chief

Staff Report for Sugarcreek Township Trustees September 17, 2021 thru October 15, 2021

The following information is a snap shot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report is prepared to keep the Board of Trustees informed and the citizen apprised of their Fire Department. If further information is needed, please contact Chief Leaming at 937-848-7344.

Trainings: (Note: Trainings are conducted via Zoom between fire stations whenever possible)

- Bleeding Control
- Ice Rescue Equipment Refresher
- Gear Inspections
- CPR Certification

Statistics:

2020 Totals

- EMS Responses: 899 5 Overdose calls with 4 patients receiving Narcan
- Vehicle Crashes: 156
- Fire Responses: 260
1159 5% or 59 calls have been to Cornerstone

2021 Totals Year to Date

- EMS Responses: 690 4 Overdose calls with 1 patients receiving Narcan
- Vehicle Crashes: 111
- Fire Responses: 207
897 7.0% or 63 calls have been to Cornerstone

Accomplishments/Information:

- Attended County virtual County Public Safety Information Sharing Information Network Meeting 9/28
- Conducted Shift Commander Meeting 10/12
- New full time employee Todd Tignor has opted to accept a job with another department leaving us 10/20

Status of Significant Issues the Fire Department is Addressing:

- Monitoring COVID-19 situation
- Developed additional guidelines on COVID response in-line with Regional Recommendations
- Accepting applications for full and part time openings
- Chief's Staff vehicle involved in deer strike waiting on repairs
- New ladder truck delivery has been pushed back to March (Supply Chain Issues)
- Still waiting on repair of boat motor
- Capital needs of the department are updated and summarized below in this report

Scheduled Events:

- Meeting with Medical Director and Administration of Bellbrook Health and Rehab 10/20
- County Fire Chief's Meeting 10/21
- Chief will be instructing NIMS 300 course in Miami County 10/27 – 10/29

Fiscal:

As of September 14, 2021	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,991,190.00	\$263,236.95	\$1,921,830.87	\$831,546.83	63.708%
EMS	\$226,200.00	\$39,555.20	\$142,940.28	\$43,849.48	63.520%
Cell Tower Fund	\$24,000.00	\$24,000.00	\$0.00	\$0.00	0.00%
Department Total	\$3,241,390.00	\$326,792.15	\$2,064,771.15	\$875,396.31	63.202%

Projected Capital Needs:

Priority	Immediate		Moderate		Low	
1	Engine	\$550,000.00	Battalion Bay sensors	\$1,200.00	Replace Damaged Bay Door	\$2,000.00
2	Mobile Radio	\$22,000.00	Inside Building Painting / Bay (Sta. 72)	\$9,000.00	Carpet training / Day room / Bunk Room	\$11,000.00
3	Station 72 Concrete Ramp Replacement	\$50,000.00	Build Gear Room (In Bay Sta. 72)	\$55,000.00	Kitchen (Sta. 71)	\$9,000.00
4			Thermal Imaging Camera	\$9,000.00	Kitchen (Sta. 72)	\$12,000.00
5			Radio Batteries	\$2,500.00	Painting Interior (Sta. 71)	\$3,000.00
6			PPV Fans E-73 Q-72	\$5,000.00	Replace Carpet (Sta. 71)	\$7,000.00
7			Search Rope & Equipment	\$3,000.00	Bay Floor crack repair / repaint floor	\$36,000.00
8			Front Ramp repair/replace Sta. 72	\$30,000.00	Painting (bay) (Sta. 71)	\$8,000.00
9			Chain saw	\$1,375.00	Wall Gear Racks	\$6,500.00
10			Hand Tools	\$3,000.00	Dedicated Maintenance Program	\$2,500.00
11			Replace Hose	\$10,000.00	Relocate Flag pole and Install lighting	\$2,000.00
12			Rotary saw	\$600.00		
13			Station Alerting	\$54,000.00		
14						
15						
16						
17						
18						
19						
20						
21						
		Total	\$622,000.00	\$183,675.00		\$99,000.00

TOTAL \$904,675.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown
Chief of Police

Trustee Report October 18, 2021

Training

- On October 5th, Officer Cagg attended the Taser Instructor Recertification.
- On October 18th, Officer Mantia, Detective Stayer, and Officer Cagg will be attending the Violent Crime Symposium at Sinclair Community College given by MVRCL.
- On October 19th, Sergeant Guerrero, Sergeant Plummer, Detective Black, and Detective Stayer will be attending the Greene County Law Enforcement Training Seminar.
- On October 21st, Chief Brown will be attending the Greene County Law Enforcement Training Seminar.

Fiscal

Budget 2021 (Final Appropriation)	\$2,955,082.00
Expenditures as of September 30, 2021	\$1,945,118.80
% of Budget Used	65.1%
% of Budget Year Target for the end of September	74.7%
% of Budget Remaining	34.9%
Cash Balance as of September 30, 2021	\$1,758,920.24

Events/Apearances

- On September 28th, Chief Brown had a ZOOM meeting with the PSISN Board.
- On October 10th, Sergeant Marlatt participated with the Community Outreach Trailer at the First Baptist Church on Swigart Road. We had a great turnout.

Drug Drop Off Saturday, October 23rd, from 10 – 2 pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read "MA Brown".

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

September 16, 2021

- Business and house checks
- Request an officer on Wilmington Pike
- Fraud report on River Highland Drive
- Criminal damaging on Feedwire Road
- Juvenile complaint on Waynesville Road

September 17, 2021

- Nothing to Report

September 18, 2021

- Traffic stops
- Community policing
- Noise complaint on Mead Road
- Crash report on Wilmington Pike

September 19, 2021

- Warrant on Clio Road
- Traffic complaint on Feedwire Road
- Fraud report taken on Wilmington Pike
- Crash report on Wilmington Pike

September 20, 2021

- Welfare check on Bayberry Cove Drive
- Suspicious vehicle on Lower Bellbrook Road

September 21, 2021

- Crash report on Wilmington Pike
- Noise complaint on Ardennes Oak Drive
- Panhandling on Feedwire Road

September 22, 2021

- Nothing to Report

September 23, 2021

- Welfare check on Wilmington Pike
- Crash report on Wilmington Pike
- Theft report on Callalily Drive

September 24, 2021

- Nothing to Report

September 25, 2021

- Suspicious vehicle on Clio Road
- Crash report on Feedwire Road
- Domestic violence report on N. Lakeman Drive
- Juvenile complaint on Ferry Road

September 26, 2021

- Theft report on Ferry Road
- Business and house checks
- Trespassing report on Surrey Trail

September 27, 2021

- Community policing
- Traffic stops
- Domestic disputes on N. Lakeman Drive
- An animal complaint on Wilmington Pike
- Request an officer on Walden Way

September 28, 2021

- Crash on Wilmington Pike
- Disturbance on Surrey Trail
- Fight on Upper Bellbrook Road

September 29, 2021

- Theft report on Lower Bellbrook Road
- Request an officer on W. Salinas Circle

September 30, 2021

- Nothing to Report

October 1, 2021

- Business and house checks
- Welfare check on Wilmington Pike
- Request an officer on Surrey Trail

October 2, 2021

- Theft on Little Sugarcreek Road
- Criminal damaging on Wilmington-Dayton Road
- Crash report on Wilmington Pike

October 3, 2021

- Community policing
- Traffic stops
- Burglary reported on Nature Court
- Crash on Napa Valley Drive
- Theft report on Surrey Trail

October 4, 2021

- Crash on Centerville Road
- Theft on Wilmington Pike

October 5, 2021

- Domestic dispute on M. Lakeman Drive
- Crash report on Turkeyfoot Road
- Domestic dispute on Statehouse Court

October 6, 2021

- Nothing to Report

October 7, 2021

- Suspicious vehicle on Willow Creek Circle
- Domestic violence report on River Ridge Drive
- Theft on Soaring Heights Drive

October 8, 2021

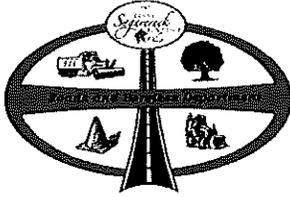
- Nothing to Report

October 9, 2021

- Welfare check on Surrey Trail
- Theft report on Carpenter Road

October 10, 2021

- Crash on Clio Road
- Traffic stops
- Theft arrest on Wilmington Pike
- Crash report on Wilmington Pike



Staff Report for Sugar Creek Township Trustees October 10, 2021

The following information is a snapshot of the activities and areas of responsibilities for the Sugar Creek Township Roads and Services Department.

Calls for Service:

No calls for service

Accomplishments:

Picked up Farmers Market – 4
Picked up signs in right of way – 13
Marked tree for removal at the Landings
Picked up plastic jugs on Feedwire Road
Checked multiple OUPS locates
Cleaned up car parts from fire training
Took 702 to Ankeney Truck for service and inspection
Mow 2090 Ferry Road - 4
Picked up filters from O'Reilley's
Picked up def fluid from Rural King
Serviced the Service car
Checked grate/catch basins around township
Washed trucks and service car
Prep Polaris for winter and serviced
Moved cabinets for Admin
Serviced 703
Removed down tree on Cedar Ridge
Picked up 702 from Ankeney Truck
Met with Beavercreek Township about concrete
Repair dura-patcher
Dura-patch Washington Mill
Closed Upper Bellbrook at school for pole on fire
Set up Farmers Market – 4
Change batteries on radar sign – 4
Dura-patch Washington Mill berm
Put up loose stone signs on Washington Mill
Investigated sewage smell on Wagner Rd. and contacted sanitary
Removed dead skunk on 725
Removed dead racoon on Little Sugar creek

Cleaned out and reinstall manhole cover on Chestnut Court
Mowed outlying areas – 4
Picked up parts at Leader and Parker Stores for dura-patcher
Repair dura-patcher
Took scrap dumpster to Xenia Iron and Metal
Took tire for super-z to Harworth
Met with contractor on Shepherd about a water tap
Crack sealed the Landings and Rising Springs
Tried buffing out windshield on 702
Cleaned 702 inside and out
Picked up dead goose and skunk around the plaza
Josh studied for CDL 30 minutes every morning
Took mower back to Fire Dept. after repairs
Met with Vectren about wash out
Crack sealed in East of Eden
Picked up dead racoon
Picked up dead deer
Cut trees on McBee
Took dumpster to Fallis Cemetery for Eagle Scout project
Took Josh for CDL test – passed
Took chainsaw chains to Centerville Gravely to be sharpened
Worked on 14” saw – serviced
Cleaned up brush in ditch on Ferry Rd.
Patched potholes in Kables Mill
Worked on 705 salt spreader and greased
Took berm box off 701
Trimmed and weeded landscape at shop
Dura-patched Cedar Ridge
Cut trees on Creekway Trail
Went to Middletown for emulsion
Replace hitch plug on 704
Trouble shoot and repair headlight on 701
Picked up dumpster at Fallis Cemetery
Repaired plug on dura-patcher
Cleaned shop
Changed batteries in emergency lights in Admin building/shop
Cleaned up landscape on Briggs island
Replaced hitch plugs on 701, 702, and 703
Ordered new Fire/Police signs at A & A Safety
Worked on wash out on Little Miami Drive - 6
Worked on stimulus package
Picked up parts for weed eater at Centerville Gravely
Worked on cross walk project
Cleaned and washed 705 and put dump bed on
Repair and serviced weed eaters
Hauled pea gravel and sand for washout

Picked up dead deer, buzzard and racoon
Picked up copies of maps from Greene County
Replaced stop sign and street name on Sunset Court

Respectfully,

Bill Harphant
Director of Roads and Services



AGENDA

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

Monday, October 18, 2021, 7:00 P.M.

REGULAR SESSION:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
5. **Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
6. **Old Business**
 - A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting - June 7th, 5:30 pm
7. **Consent Agenda Items**
 - A. **Payment of Bills**
 - B. Approval of Minutes
 - C. Re-Appointment of Police Department Staff – Anthony Mountjoy – 2021.10.18.01
 - D. Appointment of Fire Department Staff – Megan Tolson and Zachary Lucas – 2021.10.18.02
 - E. Increase appropriations for General Fund – 2021.10.18.03
 - F. Increase appropriations for American Rescue Plan Fund – 2021.10.18.04
 - G. 2021 Annual Report of Township Roadways – 2021.10.18.05
 - H. Resignation of Fire Department Staff – Todd Tignor and Tyler Alliss– 2021.09.20.06
8. **Discussion Agenda Items**
9. **Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
10. **Trustee/Staff Discussion**
11. **Adjourn**

Payment Listing

October 2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
87402	10/06/2021	10/06/2021	AW	CAROLYN L. DESTEFANI	\$15.00	O
87403	10/06/2021	10/06/2021	AW	TRANSUNION RISK & ALTERNATIVE DATA	\$75.00	O
87404	10/06/2021	10/06/2021	AW	LUKE TERRY	\$100.00	O
87405	10/06/2021	10/06/2021	AW	MEDICOUNT MANAGEMENT, INC.	\$1,276.93	O
87406	10/06/2021	10/06/2021	AW	TRIAD TECHNOLOGIES, LLC	\$145.39	O
87407	10/06/2021	10/06/2021	AW	ALCOR SUPPLY & FIXTURE COMPANY	\$91.50	O
87408	10/06/2021	10/06/2021	AW	BUGS-OR-US PEST CONTROL	\$90.00	O
87409	10/06/2021	10/06/2021	AW	BOUND TREE MEDICAL, LLC	\$74.20	O
87410	10/06/2021	10/06/2021	AW	K. E. ROSE COMPANY	\$18,847.00	O
87411	10/06/2021	10/06/2021	AW	K. E. ROSE COMPANY	\$218.50	O
87412	10/06/2021	10/06/2021	AW	BUGS-OR-US PEST CONTROL	\$40.00	O
87413	10/06/2021	10/06/2021	AW	ADVANCE AUTO PARTS	\$177.86	O
87414	10/06/2021	10/06/2021	AW	MUFFLER BROTHERS	\$564.92	O
87415	10/06/2021	10/06/2021	AW	CENTERPOINT ENERGY	\$62.94	O
87416	10/06/2021	10/06/2021	AW	OCCUPATIONAL HEALTH CENTERS OF OHIO	\$130.50	O
87417	10/06/2021	10/06/2021	AW	BATTERIES PLUS	\$260.65	O
87418	10/06/2021	10/06/2021	AW	FIRE APPARATUS SERVICE AND REPAIR, INC.	\$746.83	O
87419	10/06/2021	10/06/2021	AW	BOUND TREE MEDICAL, LLC	\$418.56	O
87420	10/06/2021	10/06/2021	AW	OFFICE DEPOT	\$77.54	O
87421	10/06/2021	10/06/2021	AW	OFFICE DEPOT	\$25.05	O
87422	10/06/2021	10/06/2021	AW	EVOLUTION CREATIVE SOLUTIONS	\$56.86	O
87423	10/06/2021	10/06/2021	AW	CITY OF XENIA	\$67,004.83	O
87424	10/06/2021	10/06/2021	AW	AES OHIO	\$78.01	O
87425	10/06/2021	10/06/2021	AW	AES OHIO	\$38.27	O
87426	10/06/2021	10/06/2021	AW	HARWORTH TIRE AND AUTO	\$217.56	O
87427	10/06/2021	10/06/2021	AW	OHIO PEACE OFFICERS TRAINING ACADEMY	\$450.00	O
87428	10/06/2021	10/06/2021	AW	FIDELITY SECURITY LIFE INSURANCE CO.	\$601.45	O
87429	10/06/2021	10/06/2021	AW	STANDARD INSURANCE COMPANY	\$474.33	O
87430	10/06/2021	10/06/2021	AW	DENTAL CARE PLUS, INC.	\$1,970.50	O
87431	10/11/2021	10/11/2021	AW	GREENE COUNTY SANITARY ENGINEER	\$73.02	O
87432	10/11/2021	10/11/2021	AW	GREENE COUNTY ENGINEER	\$3,221.92	O
87433	10/11/2021	10/11/2021	AW	HARWORTH TIRE AND AUTO	\$50.52	O
87434	10/11/2021	10/11/2021	AW	JOSHUA DARNELL	\$158.50	O
87435	10/11/2021	10/11/2021	AW	DC DOOR COMPANY	\$200.00	O
87436	10/11/2021	10/11/2021	AW	ANKENEY XENIA TRUCK SERVICE, INC.	\$1,336.40	O
87437	10/11/2021	10/11/2021	AW	LYKINS OIL COMPANY	\$1,289.49	O
87438	10/11/2021	10/11/2021	AW	A-1 TROPHY CO. & SCREENPRINTING	\$1,548.44	O
87439	10/11/2021	10/11/2021	AW	AES OHIO	\$16.02	O
87440	10/11/2021	10/11/2021	AW	GALLS, LLC	\$116.95	O
87441	10/11/2021	10/11/2021	AW	CENTERPOINT ENERGY	\$89.81	O
87442	10/11/2021	10/11/2021	AW	DC DOOR COMPANY	\$617.90	O
87443	10/11/2021	10/11/2021	AW	AIRGAS USA, LLC	\$19.64	O
87444	10/11/2021	10/11/2021	AW	AES OHIO	\$310.93	O
87445	10/11/2021	10/11/2021	AW	QUADIENT FINANCE USA, INC.	\$150.00	O
87446	10/11/2021	10/11/2021	AW	LOWE'S COMPANIES INC.	\$77.83	O
87447	10/12/2021	10/12/2021	AW	JEFFERSON HEALTH PLAN	\$50,793.75	O

Payment Listing

October 2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
		Purpose: SEPT HEALTH INS				
87448	10/12/2021	10/12/2021	AW	EVOLUTION CREATIVE SOLUTIONS	\$56.86	O
		Purpose: BUSINESS CARDS				
87449	10/12/2021	10/12/2021	AW	A. E. DAVID COMPANY	\$17.95	O
		Purpose: NAME PLATE - OFFICER CAGG				
87450	10/12/2021	10/12/2021	AW	BUCKEYE POWER SALES CO., INC.	\$1,400.00	O
		Purpose: GENERATOR MAINT CONTRACTS				
87451	10/12/2021	10/12/2021	AW	TIME WARNER CABLE	\$221.79	O
		Purpose: CHARGES				
87452	10/12/2021	10/12/2021	AW	PRO ONCALL TECHNOLOGIES	\$248.57	O
		Purpose: PHONE BILL				
87453	10/12/2021	10/12/2021	AW	GEM CITY CLEANING CREW	\$350.00	O
		Purpose: ADMIN CLEANING				
87454	10/12/2021	10/12/2021	AW	AES OHIO	\$3,099.28	O
		Purpose: PSB (2 MOS)				
87455	10/12/2021	10/12/2021	AW	US BANK EQUIPMENT FINANCE	\$902.00	O
		Purpose: COPIER FEES				
87456	10/12/2021	10/12/2021	AW	SAFEGUARD BUSINESS SYSTEMS	\$1,176.28	O
		Purpose: TRAFFIC TICKETS				
87457	10/12/2021	10/12/2021	AW	BRADLEY C. MADER	\$437.64	O
		Purpose: 3RD QTR VOLUNTEER				
87458	10/12/2021	10/12/2021	AW	SUGARCREEK DIRECT FAMILY CARE	\$1,440.00	O
		Purpose: FAMILY CARE				
87459	10/13/2021	10/13/2021	AW	RUMPKE CONSOLIDATED	\$132.75	O
		Purpose: TRASH REMOVAL				
87460	10/13/2021	10/13/2021	AW	BUGS-OR-US PEST CONTROL	\$55.00	O
		Purpose: PEST CONTROL				
87461	10/13/2021	10/13/2021	AW	GREENE COUNTY SANITARY ENGINEER	\$459.35	O
		Purpose: PSB				
87462	10/13/2021	10/13/2021	AW	K. E. ROSE COMPANY	\$41,825.00	O
		Purpose: NEW CRUISERS OUTFITTED				
Total Payments:					\$206,223.77	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$206,223.77	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.



AGENDA

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Monday, October 18, 2021, 7:00 P.M.

REGULAR SESSION:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
5. **Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
6. **Old Business**
 - A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting - June 7th, 5:30 pm
7. **Consent Agenda Items**
 - A. Payment of Bills
 - B. **Approval of Minutes**
 - C. Re-Appointment of Police Department Staff – Anthony Mountjoy – 2021.10.18.01
 - D. Appointment of Fire Department Staff – Megan Tolson and Zachary Lucas – 2021.10.18.02
 - E. Increase appropriations for General Fund – 2021.10.18.03
 - F. Increase appropriations for American Rescue Plan Fund – 2021.10.18.04
 - G. 2021 Annual Report of Township Roadways – 2021.10.18.05
 - H. Resignation of Fire Department Staff – Todd Tignor and Tyler Alliss – 2021.09.20.06
8. **Discussion Agenda Items**
9. **Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
10. **Trustee/Staff Discussion**
11. **Adjourn**

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on September 20th, 2021, at 7:00 PM.

- 1) **Mrs. Destefani called the session to order at 7:04 pm.**
- 2) **Mr. Demko called the roll with Board Members Mrs. Destefani, Mrs. Daugherty, and Mr. Cramer being present. Also, in attendance was Mrs. Hellmann, Mr. Stafford, Mr. Moeller, Mr. Louie, Mrs. McCarthy, Mrs. Pachman, and Ms. Moore.**
- 3) **All in attendance stood for the Pledge of Allegiance.**
- 4) **Appointments and swearing in of Full Time Fire Department Staff**

Todd Tignor - Firefighter/Paramedic

Jon Liston – Firefighter/Paramedic – 20210.09.20.01

SUGARCREEK TOWNSHIP

RESOLUTION NO. 2021.09.20.01

IN RE: Reclassification of Fire Department Personnel – Jon Liston

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Fire Department; and,

WHEREAS, this need is met through the periodic reclassification of Fire Department employees and volunteers; and,

WHEREAS, Chief Jeffrey A. Leaming requests the reclassification of Jon Liston from Part-time Firefighter/Paramedic to Full-time Firefighter/Paramedic, in accordance with the Table of Organization of the Sugarcreek Township Fire Department;

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees approve the reclassification of Jon Liston to the position of Full-time Firefighter/Paramedic.

FURTHER BE IT RESOLVED, the above-mentioned appointment for Mr. Liston will have an effective date of September 7, 2021 with a one (1) year probationary period ending on September 7, 2022.

5) **Reports**

Administration

Mr. Tiffany was present. There was nothing to add to his report.

Mrs. Destefani asked about the Opioid settlement and if anything has happened yet with that.

Mr. Tiffany stated that he has not gotten any updates this far.

Mrs. Destefani asked if there were any updates on the Wilmington Pike Corridor.

Mr. Tiffany stated that it is such a long process that they have to go through. They have to get the correct funding and follow the correct steps. Then they have to pick the correct option for the corridor, it is a work in progress. They are 4 to 5 years out from this project starting.

Mrs. Destefani asked about the American Rescue Plan funds.

Mr. Tiffany stated that one of the expenditures that they will be talking about is for broadband throughout the Township. This will be the first step in the expenditures for the money received from the American Rescue Plan.

Zoning

Mrs. Tilford was present. There was nothing to add to her report.

Mr. Cramer asked if there was a full staff on the BZA.

Mrs. Tilford stated that they are currently down one member. She has spoken to a woman who lives in Woodland Ridge who is interested in being on the BZA.

Mrs. Destefani asked about the next BZC meeting in October for the Herres property.

Mrs. Tilford stated that it is for final development plan approval. The rezoning to a PUD is a two-step process.

Mrs. Destefani stated that she saw Mrs. Tilford attend Civic Ready training, she asked what type of training it was.

Mrs. Tilford explained that she learned how to use the new system. Civic Plus is in the process of converting over the data base from the old system to this new system. There will also be marketing done to get members of the community to sign up and be a part of this new system.

Mrs. Destefani asked if there were any updates on the bridge from Little Sugarcreek to Feedwire.

Mrs. Tilford stated that she contacted ODNR, and they are waiting on a document for environmental clearance. They are working with Choice One to get that. She stated that she will follow up with them and see where they are.

Fiscal Officer

Mr. Demko was present. There was nothing to add to his report.

Fire

Chief Leaming was present. There was nothing to add to his report.

Mrs. Destefani asked about the pandemic webinar that he attended.

Chief Leaming stated that their call volumes are increasing right now, there are a lot of people who are sick and needing to go to the hospital. They are taking more steps to be safe and cautious as COVID-19 is still very active.

Mrs. Destefani stated that the calls to Cornerstone are up and asked if there was anything Chief Leaming could contribute that too.

Chief Leaming stated that it is only about 7% of their calls. They do handle quite a bit of crashes in that area.

Mr. Cramer asked about the 2021 numbers, and if they are year to date as of the end of August.

Chief Leaming stated that they are actually from the middle of September.

Mr. Cramer stated that the calls are up 6% from last year and that is quite a big leap.

Chief Leaming stated that this time last year we were on the down swing of COVID-19 so there were not as many calls coming in. People were afraid that they were going to bring COVID into their house, so people were taking better care of themselves, so they did not have to call the Fire Department. Now there are more calls because people are getting sick and calling the Fire Department earlier instead of waiting.

Mrs. Destefani stated that she was happy to see the Fire Department out supporting the community at the Lions Club festival and at the Chamber meeting.

Mr. Cramer asked about an update on the new ladder truck.

Chief Leaming stated that it is on schedule to be done at the end of the year.

Police

Chief Brown was present. There was nothing to add to his report.

Mr. Cramer asked if the school was still needing the assistance of the Police Department to help with traffic in and out of the schools.

Chief Brown stated that the traffic has calmed down a lot. They have changed the starting times of all the schools which has helped a lot with the traffic flow. There have been additional signs put up on Feedwire and Upper Bellbrook.

Mrs. Destefani asked who the school resource officer is now.

Chief Brown stated it is Luke Terry.

Mrs. Destefani asked about the trainings the department has been doing and if it was for something specific.

Chief Brown stated that they encourage their officers to do training and learn new things. Starting next year, the state is requiring that each officer completes 24 hours of in-service training.

Roads and Service

Mr. Harphant was not present. There was nothing to add to his report.

Mrs. Destefani asked if the Road Department was fully staffed again and if everyone was healthy and back to work.

Mr. Tiffany stated that everyone is back to work and healthy, we do have a full staff on the Road Department now.

Mrs. Daugherty asked if they were almost done with the mowing for this year.

Mr. Tiffany stated that no, the grass has been crazy this year, they will have weeks of mowing left to do.

Mrs. Destefani asked about the smashing of the cars for the Fire Department Training.

Chief Leaming stated that they had cars brought in from Sandy's Towing to do extrication training. To make the cars look more like they were in a crash the Road Department smashes and crushes them a little bit, to make them more challenging for the training.

Information Technology

There was nothing to add.

Trustees

Mrs. Destefani stated that herself and Mr. Cramer were at the Greene County Township Association Meeting last week.

Mr. Cramer stated that he left Mr. Tiffany some information about the Purple Heart. He thought it might be a good idea for Jim Martin to have his own parking spot here in front of the Township Building.

Mr. Cramer also stated that himself and Mrs. Destefani talked to Dick Gould and the Commissioners, and they are very excited about the broadband and getting it throughout the Township. They stated that they would want to partner with the Township to get this broadband everywhere.

6) Public Comments – Agenda Items

There were no public comments to be made on agenda items.

7) Old Business

A. City of Bellbrook, Bellbrook Sugarcreek Parks and Schools Meeting - June 7th, 5:30 pm

8) **Consent Agenda Items**

A. Payment of Bills

B. Approval of Minutes

C. Appointment of Fire Department Staff – Tyler Alliss – 2021.09.20.02

SUGARCREEK TOWNSHIP

RESOLUTION NO. 2021.09.20.02

IN RE: Appointment of Fire Department Staff

Tyler Alliss

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Fire Department; and,

WHEREAS, vacancies exist within the classification of Paramedic only; and,

WHEREAS, Mr. Alliss has the necessary qualifications to serve in the capacity of Firefighter/Paramedic for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2021 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Tyler Alliss shall be appointed to Firefighter/Paramedic within the Sugarcreek Fire Department at the rate of \$15.00 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Mr. Alliss will have an effective date of September 9, 2021 with a one (1) year probationary period ending on September 9, 2022.

D. Increase appropriations for General Fund – 2021.09.20.03

SUGARCREEK TOWNSHIP

RESOLUTION NO. 2021.09.20.03

IN RE: Increase Appropriations for General Fund

WHEREAS, the need exists to increase appropriations for the 1000 General Fund; and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2021 Budget and has provided this Board with the funding number and the Township Administrator has provided the amount to be appropriated:

Fund Name	From	To
1000 General Fund	\$770,000.00	\$820,000.00

NOW THEREFORE BE IT RESOLVED, the increased appropriation shall be made in accordance with the law.

E. Authorizing Township Administrator to Act as Signatory – Bridgewired – 2021.20.07.04

SUGARCREEK TOWNSHIP

RESOLUTION NO. 2021.09.20.04

IN RE: Authorizing the Township Administrator to Enter Into an Agreement with Bridgewired for Broadband Internet Installation – Ferry, Vimark and Conference Roads

WHEREAS, Broadband internet service is a priority of the American Rescue Plan Funding approvable expenditures and is necessary in maintaining internet connectivity for the residents of Sugarcreek Township; and,
WHEREAS, Bridgewired, LLC, has provided fiber broadband service to the southern portion of the Township and the residents are very pleased with the service; and,
WHEREAS, Bridgewired has provide an estimated cost to extend the service to more locations in the Township that are currently underserved for connectivity with speeds of less than 25mb down, and 5 mb up, in accordance with eh rules of the American Rescue Plan.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby authorize the Township Administrator to Enter into an agreement with Bridgewired, LLC for the installation of the above-mentioned services, in an amount not to exceed Ninety-Six thousand dollars (\$96,000.00) using the funds made available by the American Rescue Plan.

F. Proclamation – Prostate Cancer Awareness Month – 2021.09.20.05

SUGARCREEK TOWNSHIP
PROCLAMATION NO. 2021.09.20.05

IN RE: September is Prostate Cancer Awareness Month in Sugarcreek Township

WHEREAS, this year approximately 248,530 men will be diagnosed with prostate cancer in the United States alone every year and roughly 34,130 will die this year from the disease; and
WHEREAS, every 15 minutes another American man dies from prostate cancer. That's a little more than 93 deaths per day and 34,130 this year; and
WHEREAS, in Ohio an estimated 9,010 new cases of prostate cancer will be diagnosed and an estimated 2,000 deaths will occur in 2021; and
WHEREAS, 1 in 8 men are diagnosed with prostate cancer in his lifetime. African American men are at the highest risk for the disease with the rate of 1 in 6 and 2.2 times more likely to die from the disease; and
WHEREAS, men with relatives – father, brother, son – with a history of prostate cancer are twice as likely to develop the disease; and
WHEREAS, men who served in the military who have been exposed to chemicals and herbicides are at a higher risk for developing prostate cancer; and
WHEREAS, education regarding prostate cancer and early detection strategies is critical to saving lives, preserving, and protecting our families. The economic and social hardship it has on the families is huge; Prostate cancer is estimated to cost over \$8 billion in direct medical expenditures; and
WHEREAS, nearly 3.1 million men in the U.S. Are living with a prostate cancer diagnosis; that number is estimated to climb to 4 million by 2024 as men in the baby boomer generation age; and
WHEREAS, all men are at risk of prostate cancer, and we encourage the citizens of (city) to increase the importance of prostate screening.

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees does hereby proclaim that the month of September will now be known as Prostate Cancer Awareness Month in Sugarcreek Township, Ohio.

G. Proclamation – Domestic Violence Awareness Month – 2021.09.20.06

SUGARCREEK TOWNSHIP
PROCLAMATION NO. 2021.09.20.06

IN RE: Proclaiming October as Domestic Violence Awareness Month

WHEREAS, Domestic Violence in America is intolerable, unacceptable, must be stopped and deserves considerable public attention; and,

WHEREAS, Children who witness domestic violence often grow up believing that physical cruelty in relationships is acceptable behavior, and thus they tend to perpetuate a cycle of violence in society; and,

WHEREAS, Many Federal, State and local programs addressing the domestic violence problem have achieved success, bringing greater safety to families; and,

WHEREAS, Community leaders, police, judges, advocates, healthcare workers, and concerned Americans are working together across America to develop solutions to this serious problem and to implement services that will improve our responses when it occurs; and,

WHEREAS, Programs designed to educate men and women about ways they can prevent domestic violence are being developed across our Nation; and,

WHEREAS, Numerous law enforcement officials and departments have created specialized domestic violence units that cooperate with community advocates to enhance services for victims and representatives from the faith community frequently provide essential support in areas where there may be no other services available; and,

WHEREAS, Anyone can be a victim of domestic violence regardless of age, sex, ethnicity, sexual orientation, socioeconomic status, or religion; and,

WHEREAS, We must continue to hold domestic abusers accountable, punish them to the full extent of the law and prevent them from inflicting more abuse,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, does hereby proclaim October 2021 to be designated as Domestic Violence Awareness Month, and urges all Citizens to participate in activities sponsored by the Family Violence Prevention Center of Greene County, which encourages all Sugarcreek Township residents to work toward the elimination of interpersonal violence.

Mrs. Daugherty made a motion to approve the Consent agenda items, Mr. Cramer seconded. Roll was called with the vote being as follows:

Mrs. Destefani – Yes
Mrs. Daugherty – Yes
Mr. Cramer – Yes

9) **Discussion Agenda Items**

There were no discussion agenda items.

10) **Public Comments – Discussion Agenda Items**

Mr. McCarthy stated that she had a chance to see the newest audit and was very pleased with how it went. She stated she looked over the previous audit and saw there were some errors, but she was happy to see the newest audit went well. Mrs. McCarthy asked if Mr. Demko works for Old Fort Bank.

Mr. Tiffany stated that he does.

Mrs. McCarthy asked the Trustees why we have appointed someone who works for the same bank that we hold the Township's money in.

Mr. Tiffany stated we spoke with legal counsel to see if there would be any conflict with Mr. Demko being the Fiscal Officer and working at the bank that the Township uses. Legal counsel advised that there was no conflict because Mr. Demko has no control over how the money is spent, that is up to the Trustees. Mr. Tiffany also stated that he and the Township understands that Mrs. McCarthy reached out to the Prosecutors Office because she had some concerns that there was some conflict. Mr. Tiffany wanted to assure her that they did talk with the Prosecutor's Office, back in August they started the process of moving the funds away from Old Fort Bank to Key Bank, because the Township did not want the appearance of conflict. The Township is running the two systems side by side due to ACH payments and how we send money to the State of Ohio. They are looking at having this transition complete by the end of the first week of October. The last thing the Township wanted was that appearance that there could be a conflict, even though the Attorney General for the State of Ohio stated that there was no conflict.

Mr. Cramer stated that they are in the process of moving all the money to Key Bank and they as Trustees, have all signed off on that.

Mrs. Destefani stated that when Mr. Demko was interested in becoming Fiscal Officer for the Township, she had asked Mr. Tiffany the same question, if there would be an appearance of an issue. She stated that Mr. Demko asked the same question also, they were all on the same page making sure there was no conflict.

Mr. Tiffany stated that even with the Attorney General saying there was no conflict and legal counsel saying there was no conflict, it does not change the perception.

Mrs. McCarthy stated that she has been coming to the meetings for a while now and not a word has been mentioned about this. She wished that she would have known that the Township had concerns about this, she felt like it was being hidden.

Mrs. McCarthy stated that to elect someone who works at the bank where your money is, is unprofessional. She stated that you will not find a professional business that employs their banker.

Mr. Tiffany stated that more than one Township in Greene County and multiple cities in Ohio have elected officials who work for business who do business with the them.

Mrs. McCarthy stated that that is different than having a hand directly in the money, but she is glad to hear that this is not going to continue.

Mr. Cramer stated that Mrs. McCarthy can be assured it has been resolved.

Mrs. McCarthy stated that now that the financial situation is back in line, she hopes it can stay in line. She understands Mr. Demko has no accounting experience, and that the Township can provide him with the training he needs to do his job correctly.

Mrs. Destefani stated that the Ohio Township Association does a great job of encouraging the Fiscal Officers to go to the winter conference for the training they provide.

Mr. Tiffany stated that township Fiscal Officers are required to attend a certain amount of training.

Mr. Stafford stated that it did not seem like this was an issue until Mrs. McCarty went to the Prosecutor's Office. He would like to know if the concern is only because of that. Mr. Stafford also wanted to know if the State got involved because the books were in such a bad condition.

Mr. Tiffany stated that no, they did not. Mr. Tiffany stated that he will go back and review the audit to see exactly what was said, since it has been a few years ago.

Mr. Stafford stated that he agrees with Mrs. McCarthy 100% on the accounting issues. He stated that the Township records that he has seen are an issue. He believes that the Township only changed what they were doing because Mrs. McCarthy went to the Prosecutor's Office.

Mrs. Destefani stated that she spoke with Mr. Tiffany at least twice about this issue before Mr. Demko even took office. It was something the Township was aware of and had discussions on. That is also the point when the discussions with legal counsel happened.

Mr. Stafford asked about the issues with the State of Ohio and them having to make sure we were doing things correctly.

Mr. Tiffany stated that to his knowledge they did not. They asked that Mr. Hodson review certain things with them.

Mrs. McCarthy stated that the summary basically says to reach out to state before any transactions are done.

Mr. Tiffany asked if it says they have to reach out or that they should.

Mrs. McCarthy stated when you have 1.3 million dollars in errors you would think you would want to reach out to the State.

Mr. Tiffany stated that 1.3 million dollars in errors can be one transaction.

Mrs. McCarthy stated no it was not.

Mr. Stafford stated that 1.3-million-dollar mistake is a big deal, he wants more information on this issue.

Mr. Tiffany stated that he wanted to assure Mr. Stafford that in the report there were no findings for recovery. These are management errors on Mr. Hodson's part, they are procedural errors on Mr., Hodson's part, there was no money missing. There are steps you have to take and sometimes he got out of step, that is very common.

Mr. Stafford stated that he disagrees, this is not common. He wants to know who oversees his job and his work.

Mr. Tiffany stated that it is the Auditor's job to oversee the Fiscal Officer's work.

Mrs. Destefani stated that we do have an assistant Fiscal Officer, there are two people who oversee the finances, there are checks and balances in place. Mrs. Destefani recommended to look into that audit and specifically find out what happened with the 1.3 million dollars in errors.

Mr. Cramer stated that we did receive an A on the last audit. He is on the opinion that any issues have been resolved.

Mr. Stafford stated that the Township only received an A because the state helped them through it.

Mr. Cramer stated that no, the Auditor's Office never came here to do that.

Mr. Stafford stated that if the proper procedures are followed this should not be an issue again.

Mr. Tiffany stated that this last audit that received the A was from the last 2 years of work.

Mr. Hodson took the State's corrections and fixed them for the next audit.

Mr. Stafford asked about the grading for the previous audits.

Mrs. McCarthy stated that there is no actual grading.

Mr. Stafford stated he does not know why this employee is still employed.

Mr. Tiffany stated that it is an elected position, he is an elected official, and he does not work for the Township anymore, he retired.

Mrs. Pachman asked how the Township was going to better inform the public about the audits.

Mr. Demko stated that stepping in he is learning a lot about what Mr. Hodson did right and what needs to be changed. He is looking at previous audits to see what works and what needs to be done better. Mr. Demko stated that he is talking with the Trustees and Mr. Tiffany to see how they can better communicate with the public. He met with the Auditor's Office and asked for an annual audit to see where they are at the end of the 2021 year.

Mrs. Destefani stated that at the Greene County Township Association meetings there is usually a liaison from the Attorney General's office that supports Greene County. She had mentioned to them they Sugarcreek Township has a new fiscal officer and he said he would be reaching out to Mr. Demko.

Mrs. Pachman stated that she would just like the public to be more in the know.

Mr. Tiffany stated that they will have Mr. Demko go back and look at the audit from 2 years ago and get a full understanding of it and report back.

Mrs. Hellman stated that she has been attending Trustee meetings for over 10 years, and that at audit time Mr. Hodson did share information when there was a situation. He did not go into explicit detail, but about 2 years ago he did explain there were situations where he had to talk to the auditor's office. She stated that things were not being swept under the rug or hidden. She also stated that the Trustee meetings are not heavily attended, Ms. Moore and herself are usually the only participants. Mrs. Hellmann thinks that Trustees should have some sort of recap for the public on the audits so people can be aware. Mrs. Hellmann also stated that she has contacted Mr. Harphant a few times on the behalf of her HOA, and she would like to say a big thank you to the Roads and Service department. Mr. Harphant provided her with the help she needed, and she appreciates it very much.

Ms. Moore stated that she thinks the Township needs to get the community more involved.

Mr. Cramer asked if Ms. Moore means a newsletter in print form rather than on the website.

Ms. Moore stated that there is a combination of things that need to happen. She stated that there has to be a way to get the community more involved.

Mrs. Destefani stated that the Township is working on new ways to get the community involved. Regular snail mail is expensive, and they are trying to be smart with taxpayer money. All three Trustees would love to have more community involvement.

Mrs. McCarthy stated that she backs up Ms. Moore's statement about getting the community involved. Mrs. McCarthy stated she did an informal survey over the last few weeks and got over 100 people to respond. Those who responded stated that they do not feel connected to local government.

Ms. Moore asked if it was possible to hire another person to help the Township get a newsletter out and to get the community more involved.

Mrs. Destefani stated that if it was affordable the Township could look into hiring a part-time person to do the newsletter and to run the social medias.

Mrs. Hellmann asked if it was possible that Bellbrook could share their person that does the newsletter with us.

Mrs. Destefani stated that she would talk to the new city manager about getting in contact with who does their newsletter.

11) Trustee/Staff Discussions

12) Adjourn

Mrs. Destefani made a motion to adjourn the Trustee meeting, Mrs. Daugherty seconded.

Roll was called with the vote being as follows:

Mrs. Destefani – Yes

Mrs. Daugherty – Yes

Mr. Cramer – Yes

Richard J Demko, Fiscal Officer

DRAFT



AGENDA

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Monday, October 18, 2021, 7:00 P.M.

REGULAR SESSION:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
5. **Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
6. **Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - June 7th, 5:30 pm
7. **Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Re-Appointment of Police Department Staff – Anthony Mountjoy – 2021.10.18.01
 - D. Appointment of Fire Department Staff – Megan Tolson and Zachary Lucas – 2021.10.18.02
 - E. Increase appropriations for General Fund – 2021.10.18.03
 - F. Increase appropriations for American Rescue Plan Fund – 2021.10.18.04
 - G. 2021 Annual Report of Township Roadways – 2021.10.18.05
 - H. Resignation of Fire Department Staff – Todd Tignor and Tyler Alliss – 2021.09.20.06
8. **Discussion Agenda Items**
9. **Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
10. **Trustee/Staff Discussion**
11. **Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2021.10.18.01**

IN RE: Rehire of Full-Time Police Officer Anthony Mountjoy

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Police Department; and,

WHEREAS, a vacancy exists within the classification of full-time Police Officer; and,

WHEREAS, the vacancy has been posted for application in accordance with township policy and the current labor contract; and,

WHEREAS, Mr. Mountjoy has previously been employed by Sugarcreek Township; and,

WHEREAS, Mr. Mountjoy was a member of the Sugarcreek Township Police Department as a Full-time Officer from May 21, 2019 until July 19, 2020; and,

WHEREAS, Police Chief Michael A. Brown recommends this reappointment, and confirms that there are funds available for this position in the 2021 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Anthony Mountjoy is hereby reappointed as a full-time Police Officer effective October 18, 2021, at a pay rate of \$30.56 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending October 18, 2022.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Nadine S. Daugherty, Trustee

Richard J. Demko, Fiscal Officer



AGENDA

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Monday, October 18, 2021, 7:00 P.M.

REGULAR SESSION:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
5. **Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
6. **Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - June 7th, 5:30 pm
7. **Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Re-Appointment of Police Department Staff – Anthony Mountjoy – 2021.10.18.01
 - D. Appointment of Fire Department Staff – Megan Tolson and Zachary Lucas – 2021.10.18.02
 - E. Increase appropriations for General Fund – 2021.10.18.03
 - F. Increase appropriations for American Rescue Plan Fund – 2021.10.18.04
 - G. 2021 Annual Report of Township Roadways – 2021.10.18.05
 - H. Resignation of Fire Department Staff – Todd Tignor and Tyler Alliss – 2021.09.20.06
8. **Discussion Agenda Items**
9. **Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
10. **Trustee/Staff Discussion**
11. **Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2021.10.18.02**

IN RE: Appointment of Fire Department Staff
Zachary Lucas and Megan Tolson

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Fire Department; and,

WHEREAS, vacancies exist within the classification of Firefighter I/EMT and Firefighter II/EMT; and,

WHEREAS, Zachary Lucas has the necessary qualifications to serve in the capacity of Firefighter I/EMT and Megan Tolson has the necessary qualifications to serve in the capacity of Firefighter II/EMT for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2021 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Zachary Lucas shall be appointed to Firefighter/Paramedic within the Sugarcreek Fire Department at the rate of \$15.00 per hour, and Megan Tolson shall be appointed to Firefighter/Paramedic within the Sugarcreek Fire Department at the rate of \$15.91 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Mr. Lucas and Ms. Tolson will have an effective date of September 9, 2021 with a one (1) year probationary period ending on September 9, 2022.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Nadine S. Daugherty, Trustee

Richard J. Demko, Fiscal Officer



AGENDA

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Monday, October 18, 2021, 7:00 P.M.

REGULAR SESSION:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Reports
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
5. Public Comments - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
6. Old Business
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - June 7th, 5:30 pm
7. Consent Agenda Items
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Re-Appointment of Police Department Staff – Anthony Mountjoy – 2021.10.18.01
 - D. Appointment of Fire Department Staff – Megan Tolson and Zachary Lucas – 2021.10.18.02
 - E. Increase appropriations for General Fund - 2021.10.18.03
 - F. Increase appropriations for American Rescue Plan Fund – 2021.10.18.04
 - G. 2021 Annual Report of Township Roadways – 2021.10.18.05
 - H. Resignation of Fire Department Staff – Todd Tignor and Tyler Alliss– 2021.09.20.06
8. Discussion Agenda Items
9. Public Comments - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
10. Trustee/Staff Discussion
11. Adjourn



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2021.10.18.03**

IN RE: Increase Appropriations for General Fund

WHEREAS, the need exists to increase appropriations for the 1000 General Fund; and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2021 Budget and has provided this Board with the funding number and the Township Administrator has provided the amount to be appropriated:

<u>Fund Name</u>	<u>From</u>	<u>To</u>
1000 General Fund	\$820,000.00	\$920,000.00

NOW THEREFORE BE IT RESOLVED, the increased appropriation shall be made in accordance with the law.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice-Chairperson

Nadine S. Daugherty, Trustee

Richard J. Demko, Fiscal Officer



AGENDA

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Monday, October 18, 2021, 7:00 P.M.

REGULAR SESSION:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
5. **Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
6. **Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - June 7th, 5:30 pm
7. **Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Re-Appointment of Police Department Staff – Anthony Mountjoy – 2021.10.18.01
 - D. Appointment of Fire Department Staff – Megan Tolson and Zachary Lucas – 2021.10.18.02
 - E. Increase appropriations for General Fund – 2021.10.18.03
 - F. **Increase appropriations for American Rescue Plan Fund** – 2021.10.18.04
 - G. 2021 Annual Report of Township Roadways – 2021.10.18.05
 - H. Resignation of Fire Department Staff – Todd Tignor and Tyler Alliss – 2021.09.20.06
8. **Discussion Agenda Items**
9. **Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
10. **Trustee/Staff Discussion**
11. **Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2021.10.18.04**

IN RE: Increase Appropriations for American Rescue Plan Fund

WHEREAS, the need exists to increase appropriations for the 2911 American Rescue Plan Fund; and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2021 Budget and has provided this Board with the funding number and the Township Administrator has provided the amount to be appropriated:

<u>Fund Name</u>	<u>From</u>	<u>To</u>
2911 American Rescue Plan Fund	\$0.00	\$441,525.72.00

NOW THEREFORE BE IT RESOLVED, the increased appropriation shall be made in accordance with the law.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice-Chairperson

Nadine S. Daugherty, Trustee

Richard J. Demko, Fiscal Officer



AGENDA

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Monday, October 18, 2021, 7:00 P.M.

REGULAR SESSION:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
5. **Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
6. **Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - June 7th, 5:30 pm
7. **Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Re-Appointment of Police Department Staff – Anthony Mountjoy – 2021.10.18.01
 - D. Appointment of Fire Department Staff – Megan Tolson and Zachary Lucas – 2021.10.18.02
 - E. Increase appropriations for General Fund – 2021.10.18.03
 - F. Increase appropriations for American Rescue Plan Fund – 2021.10.18.04
 - G. 2021 Annual Report of Township Roadways – 2021.10.18.05
 - H. Resignation of Fire Department Staff – Todd Tignor and Tyler Alliss – 2021.09.20.06
8. **Discussion Agenda Items**
9. **Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
10. **Trustee/Staff Discussion**
11. **Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2021.10.18.05**

IN RE: 2021 Annual Report of Township Roadways

WHEREAS, the Board of Trustees has received the Annual Township Road Inventory Report from the Greene County Engineer; and,

WHEREAS, this Report has been reviewed by the Roads and Services Supervisor, Bill Harphant, and the Township Administrator, Barry P. Tiffany, and found to be accurate as presented; and,

WHEREAS, this Report indicates the road names, length in miles, their condition as well as work completed the past twelve (12) months,

NOW THEREFORE, BE IT RESOLVED, that this Report, as presented and reviewed, is accepted by this Board of Township Trustees.

FURTHER BE IT RESOLVED, a signed copy shall be returned to the Greene County Engineer.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Nadine S. Daugherty, Trustee

Richard J. Demko, Fiscal Officer



AGENDA

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Monday, October 18, 2021, 7:00 P.M.

REGULAR SESSION:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Reports**
 - A. Administrator
 - B. Zoning
 - C. Fiscal Officer
 - D. Fire
 - E. Police
 - F. Roads and Services
 - G. Information Technology
 - H. Trustees
5. **Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
6. **Old Business**
 - A. City of Bellbrook, Bellbrook Sugar Creek Parks and Schools Meeting - June 7th, 5:30 pm
7. **Consent Agenda Items**
 - A. Payment of Bills
 - B. Approval of Minutes
 - C. Re-Appointment of Police Department Staff – Anthony Mountjoy – 2021.10.18.01
 - D. Appointment of Fire Department Staff – Megan Tolson and Zachary Lucas – 2021.10.18.02
 - E. Increase appropriations for General Fund – 2021.10.18.03
 - F. Increase appropriations for American Rescue Plan Fund – 2021.10.18.04
 - G. 2021 Annual Report of Township Roadways – 2021.10.18.05
 - H. Resignation of Fire Department Staff – Todd Tignor and Tyler Alliss – 2021.09.20.06
8. **Discussion Agenda Items**
9. **Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
10. **Trustee/Staff Discussion**
11. **Adjourn**



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2021.10.18.06**

IN RE: Resignation of Fire Department Staff Todd Tignor and Tyler Alliss

WHEREAS, Full-time Firefighter/Paramedic, Todd Tignor, has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Todd Tignor was hired as a member of the Sugarcreek Township Fire Department on August 30, 2021; and,

WHEREAS, Part-time Firefighter, Tyler Alliss, has indicated his desire to resign from the Sugarcreek Township Fire Department; and,

WHEREAS, Tyler Alliss was hired as a member of the Sugarcreek Township Fire Department on September 9, 2021; and,

WHEREAS, Chief Jeffrey A. Leaming recommends we accept the resignations of Mr. Tignor and Mr. Alliss.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accept the resignation of Todd Tignor effective October 21, 2021 and Mr. Alliss effective October 11, 2021.

Carolyn L. Destefani, Chairperson

Fred Cramer, Vice Chairperson

Nadine S. Daugherty, Trustee

Richard J. Demko, Fiscal Officer